

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location	5. Duty Station	1. Agency Position No. NL10834 (U)	6. OPM Certification No.
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	13. Competitive Level Code 0736	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 2- Sensitive <input checked="" type="checkbox"/> 3- Critical <input type="checkbox"/> 4- Special	14. Agency Use	
15. Classified/Graded by	Official Title of Position			Pay Plan	Occupational Code	Grade
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	LEGAL ASSISTANT (STENO/OA)			GS	0986	07
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
DEPARTMENT OF THE ARMYc. Third Subdivision
OFFICE OF THE COMMANDERa. First Subdivision
ARMY MATERIEL COMMANDd. Fourth Subdivision
LEGAL SERVICES OFFICEb. Second Subdivision
SIMULATION, TRAINING, & INSTRUMENTATION CMD

e. Fifth Subdivision

19. Employee Review This is an accurate statement of the major duties and responsibilities of my position.

Signature of Employee (optional)

Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

HARLAN GOTTlieb, CHIEF, LEGAL COUNSEL

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

2-9-98

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

JAMES M. SKURKA, DEPUTY TO THE COMMANDER

22. Position Classification Standards Used in Classifying/Grading Position

LEGAL CLERICAL AND ASSISTANCE SERIES, GS-986;
CLERICAL AND ASSISTANCE WORK GEG, 6/89;
OFFICE AUTOMATION GEG, 11/90.

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

2/9/98

23. Position Review	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

POSITION IS AT THE FULL PERFORMANCE LEVEL

25. Description of Major Duties and Responsibilities (See Attached)

INTRODUCTION

Position is located in the Legal Services Office of the U.S. Army Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations, simulators, instrumentation, targets threat simulators and Advanced Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition, beginning with tech base programs and throughout each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, acquisitions and sustainment activities through the functional matrix organization and four project managers.

MAJOR DUTIES

Incumbent provides support to the Chief Counsel and Associate Attorney-Advisor in the performance of a wide variety of legal assistance duties requiring discretion and independent judgment in the application of laws and regulations but not requiring qualification as an attorney.

1. Legal Research - Performs research predicated on facts provided by Attorneys and clients. Researches federal statutes, administrative decisions (e.g., EEOC, MSPB, ASBCA); Regulations; Decisions of Courts of Law; Decisions of the Comptroller General; legal periodicals and any other source of information pertinent to an understanding or the resolution of an issue or problem being treated. Collects and organizes pertinent factual and research material and summarizes the results of research either orally or in writing as requested by the Attorneys. Preliminary preparation of legal documents, legal research, evaluation of facts and answering questions that have been settled by interpretations of applicable legal provisions, regulations, precedents, and Command policy.

- Receives research and case development assignments involving administrative law; adversary proceedings; EEO complaints, grievances, disciplinary actions; procurement/contract issues, and other similar types of case work regularly encountered by the office. Research may require collection of evidence in addition to the evidence initially provided to the office. Incumbent seeks

required additional information from other sources as deemed necessary.

25%

2. Legal Assistance - Conducts initial interviews of clients (active or retired military personnel and dependents) to ascertain the nature of the legal assistance desired. Determines if the individual qualifies for legal assistance pursuant to Army Regulation. Legal assistance may pertain to wills, powers of attorneys, affidavits. Prepares legal instruments for review by Attorneys. Examines these and supporting documentation to assure completeness of information and conformance to pertinent laws, rules, regulations, precedents, and office requirements which requires the application of particular laws; regulations; and precedents and practice based thereon, for review and implementation by Attorneys. Analyzes PCS claims to determine allowability under the Joint Travel Regulations to ensure that initial determinations by NAWCTSD Human Resources Office (HRO) are in accordance with law and said regulations. Reviews and evaluates the adequacy of all supporting documents submitted. Recommends approval and/or modification of NAWCTSD initial determination for Attorneys review and signature.

25%

3. Ethics Law - Does preliminary review of SF 450s (Confidential Financial Disclosure Form) and SF 278s (Public Financial Disclosure Form) prior to review by Attorneys. Ensures completeness and accuracy of information provided by filers. Reviews individual employee stock holdings and advises and alerts Attorneys to potential conflicts of interest for Attorney resolution. Completely prepares filer instructions, coordinates and ensures timely filings by 400+ Financial Disclosure Form filers. Prepares regulatory reports required by Higher Headquarters and Office of Government Ethics showing Agency compliance with filing requirements.

3. Organizes and schedules Agency's annual ethics training. Prepares initial drafts of slides on ethical topics as directed by Attorneys. Coordinates with NAWCTSD Office of Counsel for joint training sessions. Arranges for necessary training facilities and video taping. Prepares list of agency employees who require training and disseminates dates and times of training to agency employees. Prepares regulatory reports required by Higher Headquarters and Office of Government Ethics showing Agency compliance with annual ethics training requirements.

25%

4. Incumbent is responsible for the administrative clerical support (i.e., Budget, ADP, Supply, Training and maintaining the Legal Library) for the Legal Office and Internal Review and Audit Compliance Office (IRAC). Utilizes personal computers, work stations linked to a computer, and associated equipment such as printers, optical scanners, and modems in conjunction with software packages (i.e., word processing, calendar, project management, database management, graphics, spreadsheet) in order to accomplish the general clerical work of the organization. Uses stenographic skills to effectively record information with reference to legal cases. For example:

(1) Uses a word processing software package to prepare a variety of narrative and tabular material (e.g., correspondence, reports, technical papers, manuals, wills, powers of attorney, etc.) involving the common terminology of the Legal and IRAC offices; accuracy in spelling, grammar, syllabication, punctuation, and format are required. Creates, deletes, and edits documents, by performing such functions as inserting and deleting data, moving data among and between documents, formatting documents, storing and retrieving documents; establishes a glossary of prerecorded formats, standardized documents and paragraphs, mailing lists, etc.

(2) Enters data into predefined database/spreadsheets for tracking of Procurement Fraud cases, Reinvention Lab waivers and other Legal and IRAC office databases. Using a variety of commands and function keys, manipulates and retrieves data in desired format.

(3) Primary operator of the automated time card, ensures time entered correctly. Represents the Legal and IRAC offices at meetings concerning automation of time cards. Manages the office's training and development program to support mission accomplishment and to meet training needs.

(4) Office Maintenance - Screens incoming correspondence and requests for opinions, disposing, without reference to the Chief Counsel, those matters of a routine or repetitive nature or matters not subject to review based on regulations or office policy. Maintains Legal and IRAC calendar scheduling meetings for the staffs.

(5) Receives visitors, clients and telephone calls; ascertains nature of call and refers inquiries of a

technical nature to appropriate person or answers questions of a legal and audit nature when repetitive inquiries are made; answers general inquiries within area of responsibility or based on personal knowledge of overall Legal and Audit functions. Maintains control records on incoming correspondence/action documents and follows up work in process to insure timely reply or action. Reviews documents prepared for signature and/or requiring coordination for conformance with established procedures and prescribed formats. Maintains the staff's calendar and schedules appointments and meetings upon own initiative based on personal knowledge of the staff's workload and issue of importance. Arranges for conferences and meetings, including such matters as location, agenda and attendance list. Assembles and/or assists supervisor and office staff in gathering/compiling a variety of presentation material for use in meetings, command briefings, training sessions or for publication. Ensures adequate presentation/promotional materials and/or equipment are available. Prepares travel orders/vouchers and makes travel arrangements as necessary. Maintains a variety of controls reflecting office activities, such as leave usage, personnel actions, etc. Attends staff meetings, as requested, to take notes and follow up on commitments made by staff.

25%

Performs other duties as required.

Factor 1 - Knowledge Required by the Position.

Basic knowledge and skill in fact finding, problem analysis, problem solving, writing, researching law, regulations and policies, and a practical understanding of the legal activities and mission of the Command.

Specific knowledge of the office of Government Ethics Financial Disclosure Filing requirements and procedures and annual ethics training programs.

Knowledge of word processing, database management and spreadsheet software in order to support legal office mission.

Knowledge of stenography in order to transcribe and explain the facts and issues of a particular legal matter.

Knowledge of the principles, concepts, and methods of legal research and reference sources such as LEXIS/NEXIS, Federal statutes, Code of Federal Regulations, Federal Acquisition

Regulations, DoD Directives and Instructions, Army Regulations, directives and guides, reports, appellate records, commercial legal publications and automated legal research systems sufficient to locate appropriate data such as applicable precedents, legislative history, and commentaries which bear on particular legal issues.

Factor 2 - Supervisory Controls.

The supervisor provides continuing and individual assignments by indicating what is to be done, quality and quantity expected, priorities and deadlines.

The Legal Assistant uses initiative in carrying out recurring tasks, such as reviewing cases to determine the need for additional data and in providing routine advice. Additional specific instructions and assistance are provided for new or difficult procedures. Problems and deviations not covered by instructions are reported to the supervisor.

The supervisor reviews the Legal Assistant performance for technical accuracy and compliance with instructions, and provides assistance for new or more difficult assignments in process and upon completion.

Factor 3 - Guidelines.

Procedures for doing the work are well established, and guidelines are available for reference, as needed. Guidelines consist of particular areas of law and related rules and regulations; Army Regulations and manuals providing policy and procedures; and standard legal references such as law dictionaries and commentaries.

The Legal Assistant uses judgment in locating and selecting guidelines for application to individual assignments (e. g. determining which law or regulation applies, whether a violation occurred, whether action should be taken). When located, guidelines are usually specific to the situation at hand. However, in some instances the Legal Assistant applies judgment.

Factor 4 - Complexity

The work includes various duties involving different and unrelated processes and methods such as issue analysis; legal research; interviewing clients, or potential

witnesses; summarizing and explaining case files, interrogatories; and preparing exhibits.

The Legal Assistant must analyze the information, identify missing information that requires additional research or investigation, identify the appropriate reference source, and develop plans necessary to complete the assignment.

The Legal Assistant must identify the legal or factual issues in the case or claim and locate precedents.

Factor 5 - Scope and Effect.

The purpose of the work is to carry out specific procedures comprising a complete segment of a project of broader scope, such as initially interviewing clients, identifying issues involved, and obtaining the information and documentation needed to prepare for further action by the Attorneys or analyzing documents for supportive evidence, organizing findings, and writing synopses for use by the Attorneys.

The work product is used by the Attorneys and can affect the accuracy of the overall analysis and development of the action.

Factor 6 - Personal Contact.

The personal contacts are with employees in other parts of the agency and with people outside the agency in a moderately structured setting, as for example, with legal counsel for appellants/claimants and clients.

Factor 7 - Purpose of Contacts.

The purpose of contacts is to meet with claimants, clients, and potential witnesses to prepare them for, and provide information about legal procedures or to explain current agency practices in regard to their actions; to assemble data from different sources to prepare exhibits or to respond to interrogatories, subpoenas, depositions, or other activities.

Factor 8 - Physical Demands.

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some physical activity such as walking, standing, bending, carrying, of light items such as paper and books, and

driving an automobile. No special physical demands are required to perform work.

Factor 9 - Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of offices and meeting rooms, e.g., use of safe work practices with office equipment, avoidance of tripping and falling, and observance of fire regulations. The work area is adequately lighted, heated, and ventilated.